



CIVILIAN PERSONNEL FACT SHEET

Air Force Association (AFA) Outstanding Air Force Civilian

DESCRIPTION: This award recognizes outstanding achievements by the Air Force civilian employees in any career field for the period of 1 January through 31 December each year. The four award categories are:

- . Civilian Wage Employee of the Year (All FWS employees)
- . Civilian Program Specialist of the Year (GS-1 through GS-11)
- . Civilian Program Manager of the Year (GS-12 and GS-13)
- . Civilian Senior Manager of the Year (GS/GM-14 and GS/GM-15)

ELIGIBILITY: All individuals in the grade levels identified for the four award categories are eligible for the awards regardless of whether the category title matches their job.

CRITERIA: Nominations will be evaluated on criteria such as nature of the achievement, development of techniques or procedures, which significantly increased mission effectiveness, and breadth of impact.

NOMINATION PROCESS:

Nominations packages will be sent in original format electrically to 435 MSS/DPCE and must contain the following:

- Cover Page:** Employee's name, position title, series and grade, organization and address, telephone number (commercial and DSN), and brief employment history. (See Example)
- Nomination Justification:** A write-up, limited to one single-spaced typewritten page, using the AF IMT 1206, Nomination for Award. The most current IMT version will be accepted. Use point paper or talking paper format (bulleted, short statements or key points). Note: Description of the outstanding achievement based on specific facts and examples, which clearly show that the achievement was exceptional.
- Citation:** Limited to 50 – 70 key words (not including opening and closing statements), which includes specific examples of the act of service(s) provided.

APPROVAL PROCESS:

Installation Level – Submit through your chain of command to Wing/CC. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

MAJCOM Level – Submit through chain of Command to Directorate Commander. Nominations will be forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

GSU/Associate Units – Submit through chain of command. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee if needed. If not, nominations will be forwarded to your parent command.

Upon approval, provide a copy to 435 MSS/DPCE to update employee's records in the civilian database. Award is also documented in the Employee Performance Folder (EPF) maintained by the supervisor.

AWARD: Category winners will receive an engraved plaque. AFA, the award sponsor, will honor the award winners at the annual AFA convention in Washington DC (usually in September). Travel will need to be funded by the employee's organization.

REF: AFI 36-1004, AFP 36-2861

Outstanding Air Force Civilian of the Year Award Nomination Cover Sheet

Employee Name: _____

Position Title/Series/Grade: _____

Organization and Address: _____

Telephone Number: DSN_____ Commercial _____

[illegible]

AFA Outstanding Air Force Civilian of the Year Award

I attest to all facts contained in this nomination and (do/do not) give permission to use my name, rank, and base of assignment in the announcement message or any publicity regarding this award.

Date

Nominee's Signature

Nominee's Typed Name